

Corporate Records Order Form

To obtain information relating to a corporation of record with the Secretary of State, complete the information below along with the order form on the following page, attach a check (made payable to the Secretary of State) for the appropriate amount (or "not to exceed" a specified amount written below the amount payable line) and submit your request:

- By mail, along with a self-addressed envelope, to **Secretary of State, Information Retrieval / Certification Unit (IRC), 1500 11 Street, 3rd Floor, Sacramento, CA 95814**. Written requests are normally processed within two weeks.
- In person, to the Secretary of State's Office in Sacramento. Certificates of Good Standing and status printouts can be obtained over the counter at **any** Secretary of State office location. Please refer to [Contact Information](#) for office locations and addresses. A special handling fee of \$10.00 per corporation is applicable for any of the following information requested over the counter except computer printouts.

CORPORATION NAME AND/OR NUMBER		
<input type="text"/>		
YOUR NAME:		
NAME OF BUSINESS: (if applicable)		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
TELEPHONE NUMBER:	FAX NUMBER:	

CORPORATION NAME AND/OR NUMBER**STATUS/AGENT FOR SERVICE OF PROCESS INFORMATION**

<input type="checkbox"/> Status printout (status/agent for service of process)	<input type="checkbox"/> @ \$ 4.00 each
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**STATEMENT OF OFFICERS
(Statement by Domestic/Foreign, Stock/Nonprofit Corporation)**

<input type="checkbox"/> Copy of Statement of Officers *	<input type="checkbox"/> Last complete	<input type="checkbox"/> No Change	<input type="checkbox"/> @ \$ 5.00 each
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<input type="checkbox"/> Certified copies (\$5.00 per corporation, in addition to the copying fees)	<input type="checkbox"/> @ \$ 5.00 each
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*Please include documents numbers(s), if available:

ARTICLES OF INCORPORATION AND/OR AMENDMENTS

<input type="checkbox"/> Copies of Articles of Incorporation/Statement and Designations <input type="checkbox"/> Copies of Amendments <input type="checkbox"/> Other (if you required a specific document, please attach a separate sheet, listing any special instructions.) <input type="checkbox"/> Certified copies (\$5.00 per document, in addition to the copying fees)	<input type="checkbox"/> copies @ \$1.00 for the first page, \$0.50 for each additional page*
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*If the number of pages is unknown when ordering copies, you may send either a check in the amount of \$20.00 per corporation (refunds will be issued for amounts over \$5.00), or a blank check with **"NOT TO EXCEED \$20.00"** written below the amount payable line. A notice will be included with your order indicating the amount for which the check was completed. If fees exceed \$20.00, a fee letter indicating the total amount due will be sent to you.

CERTIFICATES

<input type="checkbox"/> Certificate of Good Standing <input type="checkbox"/> Certificate of Name Change <input type="checkbox"/> Certificate of Suspension/Forfeiture	<input type="checkbox"/> Certificate of Merger <input type="checkbox"/> Certificate of Nonfiling <input type="checkbox"/> Other (Please attach a sheet with details and any special instructions.)	<input type="checkbox"/> @ \$5.00 each
<input type="checkbox"/> Certificate of Listing		<input type="checkbox"/> @ \$5.00 per document

FAXING

(Requested information to be returned via fax)

<input type="checkbox"/> Domestic Fax	<input type="checkbox"/> @ \$5.00 per corporation
<input type="checkbox"/> International Fax	<input type="checkbox"/> @ \$10.00 for the first page, \$5.00 for each additional page

SPECIAL HANDLING – IN PERSON DELIVERY ONLY

<input type="checkbox"/> Special Handling Fee (not applicable for mail in orders)	<input type="checkbox"/> @ \$10.00 per corporation
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